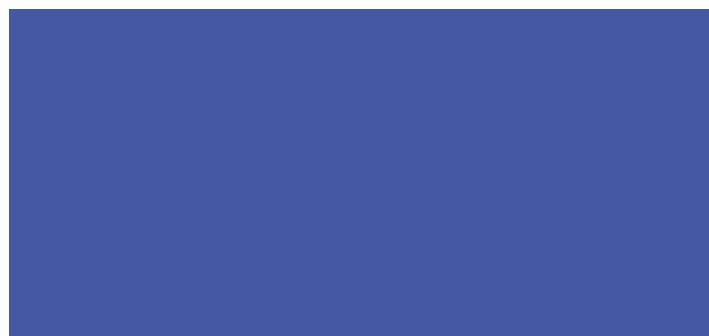




# How-to Guide

Reports of Members' Bookshare Usage



# Generate Reports of Members' Bookshare Usage

## For a Single Member

- 1) Select the "Members" link on your "My Bookshare" page.

### My Bookshare

**Welcome Tanya Teacher**

**Recent News**

Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life  
Dyslexia Doesn't Slow Ryan Down

**Read Our Books in Braille** **Get Answers in the Help Center** **Help Students Access Books**

**Recent Books** **Reading Lists**

Title	Author	Action
 A Very Large Expanse of Sea	Mafi, Tahereh	Add to Reading List Download...

- 2) Select the last name of a member. This will take you to that member's dashboard.

### Manage Members

**Members**   

Members are students or clients that have a qualifying print disability.

**Filter by:** Members All Members Grade All Grades  
District All Districts School All Schools Filter

**Sort:** By Last Name Search Members

5 results

<input type="checkbox"/> Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	Bookshare	Ben	BenBook2	—	7	Yes	05/15/2008	Organization	Learning	
<input type="checkbox"/>	Jane	Doe	JaneyDoe	—	9	Yes	06/23/2004	Organization	Visual	
<input type="checkbox"/>	Sally	Doe	SallyDoe	—	7	-	05/05/2009	Organization	Learning	504
<input type="checkbox"/>	Mickey	Mouse	MickeyMouse1	—	8	Yes	05/01/2010	Organization	Visual	504, IEP
<input type="checkbox"/>	Sally	Smith	SallySmith1234	Demo District Sample School	4	Yes	05/09/2010	Organization	Learning	

**Add Member** **Add to Reading List** **More Actions ▾**

3) At the top of the page, you will see some basic information about the student. You can edit the member's information by selecting the pencil icon. Below that section, you will find tabs for Assigned Books, Downloaded Books and Reading Lists to which that member is assigned.

## Student Dashboard

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

**Jane Doe** 
  
 Org Member at: ReadingList DEMO Org Qualifying Disability: Learning Book Format: DAISY with Images  
 Grade: 12 Plan: Type: Organization  
 Quicklist: Yes Username: Demo123456 Password: Reset

[Assigned Books \(2\)](#) | [Downloaded Books \(3\)](#) | [Reading Lists \(2\)](#)

[Table View](#) | [List View](#)

Showing 1 - 2 of 2 results

Results per page: 25

Title	Author	Assigned By	Date Assigned	Date Downloaded	Action
 Wonder	R. J. Palacio	Teacher, Tanya	09/25/2020	09/25/2020	
 Earth Science	Samuel N. Namowitz • Nancy E. Spaulding	Teacher, Tanya	09/25/2020	N/A	

[!\[\]\(bddf11f054151463885447dd5c67e1e3\_img.jpg\) Assign Books](#)

4) The Downloaded Books tab lists the titles, dates, and formats of that member's downloaded books. This history can also be exported to a spreadsheet (a .CSV file, which stands for "Comma-Separated Values.") You can open and manipulate the .CSV file in Excel.

## Student Dashboard

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

**Jane Doe** 
  
 Org Member at: ReadingList DEMO Org Qualifying Disability: Learning Book Format: DAISY with Images  
 Grade: 12 Plan: Type: Organization  
 Quicklist: Yes Username: Demo123456 Password: Reset

[Assigned Books \(2\)](#) | **Downloaded Books (3)** | [Reading Lists \(2\)](#)

[Table View](#) | [List View](#)

Showing 1 - 3 of 3 results

Sort: By Date Downloaded

[Export list as .CSV](#)

Title	Author	Format	Date Downloaded
 Wonder	Palacio, R. J.	EPUB	09/25/2020
 Earth Science	Spaulding, Nancy E. • Namowitz, Samuel N.	Web Reader	09/25/2020
 Wonder	Palacio, R. J.	Web Reader	09/25/2020

## Example of a Member's Download History, exported to a .CSV file

	A	B	C	D	E	F	G
1	District	School	Downloaded By	Recipient	Title	Format	Date Downloaded
2		Palo Alto	H Doe, Jane	Doe, Jane	Wonder	EPUB	9/25/2020 10:39
3		Palo Alto	H Doe, Jane	Doe, Jane	Earth Scier	Web Read	9/25/2020 10:36
4		Palo Alto	H Doe, Jane	Doe, Jane	Wonder	Web Read	9/25/2020 10:35
5							

## Download Data for the Organization

- 1) On your "My Bookshare" page, select the "Organization Info" link.

## My Bookshare

**Welcome Tanya Teacher**

**Recent News**

How Bookshare is Closing the Literacy Gap in Alaska (Part 2)  
How Bookshare is Closing the Literacy Gap in Alaska (Part 1)

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- **Organization Info**
- My Requests
- Download Reading Tools
- My Account

**Add Students and Teachers** **Get Books to Students** **Find Answers Get Help**

- 2) Select the "Organization Downloads" link.

## Organization Information

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- **Organization Info**
- My Requests
- Download Reading Tools
- My Account

**Basic Information** **Organization Downloads**

**Organization Status**

Confidentiality Rider signed:  
Yes

Organizational Membership Agreement signed:  
Yes

Can download NIMAC-sourced books:  
Yes

3) Here you'll find a list of all downloads by or for members on your organizational account. You can sort and/or filter this information by Date Downloaded, Title, Author, Sponsor, Recipient, District, or School. Select the "Export list as .CSV" link to download a spreadsheet of the information.

The screenshot shows the 'Organization Downloads' section of the Bookshare website. On the left, there's a sidebar with links like 'My History', 'My Reading Lists', 'Members', etc. The main area shows a table of download history. At the top right, there are 'Table View' and 'List View' buttons, and a 'Results per page:' dropdown set to 25. Below that are filters for 'District', 'School', 'Recipient', 'Downloaded By', and date range 'From' and 'To'. A red box highlights the 'Sort:' dropdown, which has options: 'By Title', 'By Author', 'By Date Downloaded' (which is selected and highlighted in blue), 'By Sponsor', 'By Recipient', 'By District', and 'By School'. A red circle highlights the 'Export list as .CSV' button in the top left corner of the page.

District	School	Downloaded By	Recipient	Title	Format	Date Downloaded
	Palo Alto High School	Doe, Jane	Doe, Jane	Wonder	EPUB	09/25/2020 10:39 AM
	Palo Alto High School	Doe, Jane	Doe, Jane	Earth Science	Web Reader	09/25/2020 10:36 AM
	Palo Alto High School	Doe, Jane	Doe, Jane	Wonder	Web Reader	09/25/2020 10:35 AM
	Smith School	Ben, Bookshare	Ben, Bookshare	The Inheritance Games	Word	09/18/2020 11:26 AM

Example of an Organization's Download History, exported to a .CSV file

A	B	C	D	E	F	G	
1	District	School	Downloaded By	Recipient	Title	Format	Date Downloaded
			Ben, Bookshare	Ben, Bookshare	Wonder	Web Reader	3/20/2019 14:37
			Ben, Bookshare	Ben, Bookshare	Hurricane Child	Web Reader	3/20/2019 14:02
4	Demo Dist Sample Scl	Teacher, Tanya	Teacher, Tanya	Six Steps to Job Search Success		Web Reader	3/15/2019 9:19
5		Ben, Bookshare	Ben, Bookshare	I Spy Fly Guy!		Web Reader	1/23/2019 4:41
5	Teacher, Tanya	Doe, Jane	Harry Potter and the Goblet of Fire			DAISY Text Only	1/11/2019 14:27
7	Teacher, Tanya	Ben, Bookshare	Harry Potter and the Goblet of Fire			EPUB	12/17/2018 15:35
8	Ben, Bookshare	Ben, Bookshare	Harry Potter and the Goblet of Fire			EPUB	12/17/2018 15:35
9	Teacher, Tanya	Ben, Bookshare	A Very Large Expanse of Sea			Word	11/8/2018 11:43
0	Teacher, Tanya	Doe, Jane	City of Ghosts			EPUB	9/12/2018 12:22
1	Teacher, Tanya	Doe, Sally	City of Ghosts			Word	9/12/2018 12:20
2	Teacher, Tanya	Ben, Bookshare	City of Ghosts			MP3 Files	9/12/2018 12:16
3	Teacher, Tanya	Ben, Bookshare	The Darkest Minds			EPUB	8/14/2018 10:59
4	Teacher, Tanya	Student, Sally	Love & Luck			DAISY with Images	5/24/2018 12:19